

The U.S. Embassy in Montevideo is seeking university students interested in achieving practical experience on economic and business issues through a volunteer internship in its Economic Section.

The Internship at the Economic Section:

The Intern will focus on following up main Uruguayan economic data, keep databases updated, follow up on specific economic issues, and read the economic and business news on a daily basis. He/she will prepare briefings and reports on specific matters as well as draft and update presentations for internal and external use. The Intern will also undertake basic administrative duties such as scheduling meetings or helping with the office organization.

The internship will take place at the U.S. Embassy building in Montevideo, and the intern will work in close coordination with the Embassy's Economic Specialist.

Embassy work hours are from 8:45 am to 5:30 pm, Monday through Friday. The usual work schedule is 4 hours per day, and can be accommodated in the morning or the afternoon according to the student's availability. The duration of the internship will be three months, depending on the hours worked per day.

It is important to consider that although there can be some arrangements for a limited period of time off, this internship will include the January-February 2014 period.

Qualifications required:

Education and Skills:

- Currently enrolled in a local University, second year level and above in the areas of Economics, Finance, Business Administration, International Business and/or related studies with a strong emphasis in econ related areas.
- Excellent computer skills -- including Office (Excel, Word, Internet, and Power Point) -- are required.
- Good English writing and communication skills.
- Outgoing and proactive personality and high degree of initiative.
- Commitment to follow through with the internship until its completion.

Other formal requirements for volunteer internship:

1. Age: Student must be at least 18 years old.
2. Must be a student in a good academic standing, provide a certified transcript to verify and provide recommendation letters from two professors.
3. Medical Insurance: interested student must have his/her own medical insurance.
4. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information at <http://careers.state.gov/student/>

Selection process:

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to the webmaster before **November 12, 2013** jobsMVD@state.gov.

First screening of applicants will be done on basis of the data provided. The best qualified candidates will be called for an interview at the Embassy. Besides the interview, the student will do two simple tests to show his/her expertise in Excel 2007 and English drafting skills in Word 2007.

The selected candidate will be subject to medical and security checks before approval to participating in the program.

Advantages for the student:

This internship gives students an interesting opportunity to obtain practical professional experience in a challenging environment and consolidate/enhance their expertise by allowing them to work in different economic subjects. It is also a good opportunity to practice and improve their English skills.

The Embassy will provide a report on the student's performance according to the requirements of the student's University

Note: The intern is not considered an employee. There is no compensation, benefits or leave.